

Utility Maintenance Position

City of Taylorsville

(Water)

General Statement of Duties

Employee shall perform semi-skilled labor for the City of Taylorsville Water & Sewer Facility and Street Operation under the direction of the Public Works Director and/or the designated crew leader. The main objective of this position is to perform service technical duties, determine, remedy & document problem reported and communicate positive PR (public relations). Other duties may include but not limited to; service installations, repair of service & main ruptures, installation of new main lines, meter repairs related to the water & sewer system. May assist in Inflow & Infiltration inspection, correction of deficiencies found, record daily documentation on all findings, repairs, calculations of I&I reduction and remedies to alleviate future I&I. This position requires a person with self-motivation, good job coordination and willing to work flexible hours to ensure good job productivity & quality assurance. It is essential to be customer friendly with good communication skills and be a team member. This position may require on-call duties and occasional operation of heavy equipment.

General Description and Expectations

An employee in this position is responsible for assisting in all related aspects of maintaining and operating the City of Taylorsville Water Distribution, Wastewater Treatment and Collection System. Duties may include but not limited to the following: employee shall be knowledgeable or become knowledgeable of water meters, mechanics of water & sewer fittings/piping, maintenance & installation of fire hydrants, proper methods of water & sewer sampling, proper maintenance/installation of water & sewer lines, water & sewer service line repair & installation, proper valve operation, sufficient water & sewer line flushing, inspection of sewer lines (smoke, dye and camera) and any other related duties required. Employee shall be knowledgeable of small to medium size equipment operation, having understanding of the mechanics and methods of operation, employee shall report any repairs required in a reasonable time frame. This position shall require the operation of an automotive vehicle and shall operate vehicle in a safe and professional manner. Employee shall be responsible for light to medium maintenance of small equipment & shall be familiar with all safety aspects of operation. Employee shall have some knowledge of electric motors, fuel engines, generators, pumps, and any other apparatus that may or may not pertain to water distribution or wastewater collection & treatment system. Employee shall have some knowledge of street work including drains, sidewalk, asphalt repair, street sign installation & repair and other related aspects of street operation. Employee shall become knowledgeable, understand and adhere to OSHA Rules & Regulations including but not limited to, public safety, trenching techniques, confine space entry, traffic control, work zone safety and other job related aspects that may directly or indirectly effect safety, productivity, water quality and the natural environment and to provide a safe work environment for the employee and the public. Furthermore, the employee shall utilize good housekeeping techniques, perform custodial and clerical duties associate with job responsibilities. The employee shall present him/herself in a professional

manner with the utmost respect; maintain good communication skills with the public and co-workers.

This job position is subject to exposure to loud noises, vibrations, moving mechanical parts, electrical current, chemicals, fumes, odors, gases, dusts, poor ventilation, oils, venomous animals, allergic causing plants, extreme adverse weather conditions and an environment containing blood and air-borne pathogens. This employee shall have knowledge of standard inventory procedures & the supplies required for assigned projects. Employee shall perform his/her duties under light supervision and shall be reviewed by project inspections, observation, evaluations, and conferences for productivity. This employee is acting in behalf of the City of Taylorsville and shall be expected to present him/herself in a professional manner and to follow all traffic laws, procedures and regulations. This employee is subject to random and mandatory drug testing as outlined under the Drug/Alcohol Testing – Substance Abuse Policy.

Note: This position may require on-call duties and an occasional operation of heavy equipment periodically, experience in heavy equipment operations preferred (backhoe, track hoe).

Duties and Responsibilities

Essential Duties and Tasks

Job duties and task listed shall not be construed to alleviate any responsibilities of the employee nor limit the employer's ability to change, eliminate or append any duties or tasks of said position.

- Knowledgeable experience to operate required equipment to achieve job task assigned,
- Coordinate on a daily basis of their job tasks/schedule with the Public Works Director
- Maintain City owned properties, facilities and equipment
- Clear and remove debris from area to achieve job task, ground maintenance of all water & sewer facilities
- Recognize and report dysfunctional equipment to ensure proper maintenance and to lessen any probability of improper equipment operation
- Shall perform light to medium maintenance to equipment used in job duties and ensure proper/preventive maintenance of equipment is performed on schedule
- Removal of debris, undesirable growth of vegetation or objects from facility sites, easements and right-of-ways that may interrupt proper operation of water & wastewater treatment & collection system and to provide proper traffic flow & public safety
- Assist in the inspection of the collection system for Inflow & Infiltration and implement corrective measures to alleviate I&I.
- Operate equipment according to standard operating procedure to alleviate possible down time, to enhance proper equipment performance and to provide safe working environment.

- Responsible for notifying Public Works Director of any equipment or supplies to be purchased to perform daily task
- May assist other personnel in various duties
- Notify the proper agencies and prepare reports due to adverse circumstances
- Some custodian duties are required
- Perform any duties that may or may not be related to water, wastewater treatment/collection or street operations
- Conduct all job task according to the City of Taylorsville Employee Policy Handbook, Standard Operating Procedures and OSHA Rules & Regulations
- Complete work orders according to task performed
- Utilize practical skills, good work ethics and common sense
- Employee shall perform standard inventory procedures as stated in the Inventory SOP Regulations
- May require clearing of snow and ice from facilities & streets to provide safe road conditions for the public
- Perform all other duties required

This job position contains a wide variety of duties and shall not be limited to this list of job duties or tasks. This employee may be required to perform other job duties based on their knowledge and qualifications.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities (Preferred)

- Knowledge of use of light to heavy size equipment
- Considerable knowledge of safe operating procedures of equipment
- Ability to self-motivate without continuous supervision
- Ability to complete records (work orders and log sheets)
- Ability to establish and maintain effective working relationship with superiors and peers and use of good communication skills with the public
- Ability to work alone for long periods of time and to exercise good common sense
- Knowledge of OSHA Rules & Regulations and the ability to understand and practice reliable safety techniques
- Ability to understand and perform written & oral instructions
- Ability to communicate with engineers, contractors and public officials
- Knowledge of operational principles or the ability to comprehend and apply said principles of a water distribution, wastewater treatment and collection systems
- Knowledge of applicable governing regulations and statues pertaining to operation and maintenance of a water distribution & wastewater collection system
- Ability to identify problems and undertake corrective measures
- Moderate knowledge of inventory supplies & equipment

Physical Requirements

- Must be able to physically perform the basic motor skills of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motion
- Must be able to perform very heavy work exerting up to 100 pounds of force occasionally, 50 pounds of force frequently, and 25 pounds constantly to move objects
- Must possess the visual acuity to operate machinery and equipment safely
- Must be able to withstand constant vibration to the body and strain to the back, neck, legs, hands and arms
- Must be able to comply with the Detailed Physical Requirements

Education and Experience

Desirable

- Must possess a high school diploma or the equivalent thereof
- Two (2) years of hands-on experience in water & wastewater, including experience in light to heavy equipment operations
- Possess a Grade II Distribution Certification or have the ability to obtain said certification within 24 months of hire or reclassification date (*required*). The employee holding this position shall satisfactory complete the California State University, Sacramento course pertaining to water distribution if needed to obtain certification of same. It is preferred to obtain a Grade II Collection System Certification within 3 years of hire or reclassification date. Each Certification obtained may be considered a promotion of same status.

Special Requirements:

- Must possess a valid Kentucky CDL-A driver's license,
- Shall be subject to an alcohol/drug screening and a criminal back ground check
- Employee may be required to perform on-call duties and an occasional operation of heavy equipment when needed

Position Status: Non-Exempt --Full Time --Pay Grade

NOTE: Full Time Employment of this position shall have responsibilities to coincide to hours worked. Responsibilities may change based on work load or requirements.

Any and all requirements or duties shall not be construed to alter, modify or to correspond to anyone's qualifications or abilities. Furthermore, requirements or duties or a combination thereof shall not be limited to or be utilized as a contractual agreement. The City of Taylorsville shall retain the right to change, alter or amend or a combination thereof, duties and requirements or any other part of job classification.